



**STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
ACTIVE GUARD/RESERVE (AGR)
VACANCY ANNOUNCEMENT**



This announcement must be posted on unit bulletin boards until the day following the closing date

ANNOUNCEMENT NUMBER 63-16

Position Title: MILITARY PERSONNEL

AFSC: 3S071

Opening Date: 15 April 2016

Closing Date: 16 May 2016

Duty Station: 177th Fighter Wing, Egg Harbor Township, New Jersey

Military Assignment: 177th FSS, Egg Harbor Township, New Jersey

Military Grade: Minimum: TSgt/E-6 \$2,435.70 - \$3,772.50 (base pay range per month)
Maximum: MSgt/E-7 \$2,816.10 - \$5,061.30 (base pay range per month)

your pay will depend on your years of service; you will also receive other allowances for rations, housing, uniforms, and cost of living(normally between \$1000-\$2200 per month).

Special Note: This FULL TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32, United States Code.

Area of Consideration: AFSC QUALIFIED MEMBERS OF THE NEW JERSEY AIR NATIONAL GUARD OR THOSE AFSC QUALIFIED APPLICANTS ELIGIBLE TO BECOME A MEMBER.

MUST HAVE A SECRET SECURITY CLEARANCE.

Duties and Responsibilities: Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. **Career Enhancements:** Plans, directs, controls and provides advisory services on all aspects of the Career Enhancement program for both Active Guard Reserve (AGR), unit drill status guardsmen, full time technicians and potential members. **Customer Service:** Plans, directs, and controls all aspects of the Customer Service Program. Manages the Air Force Personnel Records System. **Employments:** Plans, directs, and controls all aspects of the human resources employment program. **Relocations:** Plans, directs, and controls all aspects of the Relocation program for all members. **Readiness:** Develops wing readiness plans for the administration of contingencies and mobilizations. Manages Deployment Systems. Manages and controls the Personnel Module of the Integrated Deployment System (IDS), critical to deployment/employment of tasked personnel in support of global operations. Is responsible to the Military Support Flight Commander for the Personnel Support for Contingency Operations (PERSCO) portion of the Status of Resources and Training System (SORTS) Report. Serves as Classified Control Officer responsible for safeguarding and proper destruction of classified material IAW AF instructions, higher headquarters and local guidance. ***MUST POSSESS A SECRET SECURITY CLEARANCE.***

Point of Contact: Capt John Dwyer

Equal Opportunity: Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender or national origin.

Initial Eligibility Requirements: Please refer to the General Eligibility Requirements, and Initial Entry Qualifications shown on Page 3. If you have any questions, do not understand, or are not sure about what applies to your particular situation, please call the HRO at 609-562-0705 / 0860 for assistance.

How To Apply: Please see the Vacancy Announcement Checklist on Page 3 for the required documentation to submit with your application. Your application will be reviewed for completeness, and for eligibility. If any document required by the Checklist is missing from your packet, please provide a brief explanation of the reason.

**IMPORTANT! APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT
OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE
FURTHER CONSIDERATION.**

Persons who meet the General Eligibility and Initial Entry Requirements will have their applications forwarded to a Selection Official or Board for interview and ranking. The selected person(s) will be ordered to Full Time National Guard Duty in Active Guard/Reserve (AGR) status in New Jersey under the provisions of Title 32 USC 502(f).

Mail To: Headquarters, New Jersey National Guard, Department of Military and Veterans Affairs, ATTN: HRO-MS, 3650 Saylor's Pond Road, Fort Dix, NJ 08640-7600.

**** Must arrive NLT Close of Business on the Closing Date ****

EXCEPTION TO POLICY:

Deployed NJ ANG & ARNG military members may submit their application by e-mail or fax to the following (application must be accompanied by Title 10 Orders)

FAX # 609-562-0855, ATTN: J1-HRO-TB-S

E-mail: ng.nj.njarng.mbx.nj-job-submission@mail.mil

******BONUS/INCENTIVE RECIPIENTS:** *If you are currently receiving any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.* ****

Pay and Benefits: Your Basic Pay and allowances depend upon your grade and the length of creditable service. You will be submitted under the AADPS through USPFO-NJ. You will receive Leave at the rate of 2 1/2 days per month, and be entitled to all Regular Federal Holidays. Your medical care and hospitalization will be administered under the Uniformed Service Health Benefits Program, along with those of any dependents that you have. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Members who leave their jobs and enter tour have re-employment rights under the federal USERRA law. Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited PX/Commissary privileges, an Active Duty or Dependent Identification Card as needed and be enrolled in DEERS. You are subject to military discipline under NJ State Statutes and Regulations.

Information for Technicians Entering Tour: Currently employed technicians may compete for AGR positions. If selected, your FEGLI stops the day preceding your entry on active duty, your NGAUSIT will be terminated at the end of the pay period, your Health Insurance will terminate effective on entry into tour. Additionally, any Credit Union deposits and US Savings Bond allotments will terminate, and you must make separate arrangement for the length of tour.

TABLE 1 – VACANCY ANNOUNCEMENT APPLICATION CHECKLIST

The following documents must be submitted by applicants for this position vacancy-

Your application will be reviewed for completeness, and for eligibility. If any document required by the Checklist is missing from your packet, ***please provide a brief explanation of the reason which will be taken into consideration during the qualification process.***

IMPORTANT! APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE FURTHER CONSIDERATION.

1. Signed NGB Form 34-1, http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm Application for Active Guard/Reserve (AGR) Program, dated **11 Nov 2013 ONLY**. All previous editions are obsolete. Obsolete NGB 34-1 forms will not be accepted.
2. Personnel RIP must be printed within 30 days of submitting package for this Vacancy Announcement.
3. A copy of most recent military physical with current year (AF Form 1042 and/or AF Form 422 and/or DD Form 2992).
4. **A current passing Fitness Report (must be dated within last 365 days and will not expire during the interview process).**
5. Copy of ALL DD Form 214 that has been issued to you, to include basic training.
6. Photocopy of your current **valid unexpired** civilian motor vehicle operator's license. All data must be readable.
7. Any other documents that will support your qualifications i.e. civilian job evaluations, school transcripts, etc.
8. **ON A SEPARATE SHEET OF PAPER, PROVIDE YOUR EMAIL ADDRESS WITH YOUR APPLICATION.** This information will be used to contact you for an interview if you are found qualified or to transmit a letter explaining why you were disqualified. Your email address will also be used to transmit your selection/non-selection letter

NOTES:

- a. Make sure that you enter the Vacancy Announcement number and title on your NGB Form 34-1
- b. Make sure that you sign and date your NGB Form 34-1.
- c. Make all entries legible, and complete all items in full.
- d. Government postage paid envelopes or government facsimile machines may not be used to submit applications for employment, nor will e-mail applications be accepted.

TABLE 2 – AIR NATIONAL GUARD ELIGIBILITY REQUIREMENTS

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet physical standards of AFI 36-2905.
2. Must not be under current suspension of unfavorable personnel actions.
3. Applicant must not be entitled to receive federal military retired or retainer pay.
4. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program are not eligible to re-enter the program.
5. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101 attachment 3.

INITIAL ENTRY QUALIFICATIONS:

1. Must meet entry requirements of ANGI 36-101.
2. Must be medically qualified under AFI 48-123. You must be medically certified as drug free, be tested for HIV within 6 months of initial entry.
3. Airmen transferring between states or entering FTNGD from Active Duty status without a break in service must have a current physical exam.
4. Enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty, or must sign an agreement to retrain IAW ANGI 36-101, Chapter 5, para 5.2.